

Staff Report to Council

Planning & Development

FILE: 01-0340-50/22

REPORT DATE: March 30, 2022 **MEETING DATE:** April 05, 2022
TO: Mayor and Council
FROM: Colin O'Byrne, Acting Director of Planning and Development
SUBJECT: Updates to Council Policy C015 – Development Information Meetings

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. Approve the amendments to Council Policy C015 – Development Information Meetings, as presented at the April 5, 2022 meeting of Council; OR
- B. Other.

PURPOSE

To present Council with proposed amendments to Council Policy C015.

☐ Information Report ☒ Decision Report ☐ Direction Report

DISCUSSION

Background:

At the December 7, 2021 Public Meeting, Council passed the following motion:

“Direct staff to amend Council Policy C015 to require at minimum an introductory report be presented to Council for initial consideration before a developer may hold a public consultation meeting if the development application:

- is for a mixed use development;
- is for a residential development that involves five or more units; or
- requires an amendment to the Official Community Plan. “

Relevant Policy, Bylaw or Legislation:

Council Policy C015 was developed in 1994. It was last revised in 2012 and reaffirmed in 2015.

The requirement for a development information meeting is found in Development Procedures Bylaw No. 2740, 2016.

Analysis:

Staff took this opportunity to comprehensively review the current policy and propose a number of updates as follows:

- Change the policy name to Development Information Meetings;
- Use the City's new template for Council policies;
- Modernize the policy language;
- Change references from “District” to “City” of Pitt Meadows;
- Require the applicant to consult with staff to determine suitable date, time, location and format. This was occurring in practice but is now clearly defined in the policy;
- Update references to current City bylaws;
- Require the applicant to submit a written summary of the comments and feedback received. This was occurring in practice but is now clearly defined in the policy; and
- Accommodate virtual meetings if appropriate and recommend that virtual participation options be provided where in-person meetings are held.

Most notably, the policy has been updated in accordance with Council direction, such that a development information meeting is now required in the following situations:

- When an amendment to the Official Community Plan is proposed;
- When a proposed rezoning will result in a project that will have five or more dwelling units, or more than 10,000 square feet of commercial / industrial space;
- When the Director responsible for Development Services is of the opinion that a development could have a significant impact on the amenities or character of the surrounding area; this includes applications for new temporary use permits and mixed-use developments.

Additionally, the policy has been revised so that a project requiring a development information meeting be first introduced to Council via staff report, prior to the applicant hosting the meeting. Under the current policy, a development information meeting is required prior to second reading or consideration of issuance of a temporary use permit.

Summary of Proposed Content Updates to Council Policy C015

	<i>Current</i>	<i>Proposed</i>
<i>Applications where meeting is required</i>	<ul style="list-style-type: none">• OCP amendment• Temporary use permit• Rezoning<ul style="list-style-type: none">○ 10 or more dwelling units○ 10,000 ft² commercial / industrial space• Discretion of Director	<ul style="list-style-type: none">• OCP amendment• Rezoning<ul style="list-style-type: none">○ 5 or more dwelling units○ 10,000 ft² commercial / industrial space• Development impacting amenities or character of surrounding area<ul style="list-style-type: none">○ Temporary use permit○ Mixed-use
<i>When meeting is required</i>	Prior to second reading	After introductory report to Council, prior to first reading
<i>Scheduling of meeting</i>	Applicant to advise staff and Council	Applicant to consult with staff prior to scheduling

COUNCIL STRATEGIC PLAN ALIGNMENT

- ☒ Principled Governance ☐ Balanced Economic Prosperity ☐ Corporate Excellence
☐ Community Spirit & Wellbeing ☐ Transportation & Infrastructure Initiatives

Community Voice. Engage stakeholders in meaningful discussion around the current and future success and prosperity of Pitt Meadows.

FINANCIAL IMPLICATIONS

- ☒ None ☐ Budget Previously Approved ☐ Referral to Business Planning
-

PUBLIC PARTICIPATION

- ☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Comment(s):

The updated Council Policy will be posted on the City's website.

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No

SIGN-OFFS

Written by:

Allison Dominelli,
Development Services Technician

Reviewed by:

Alex Wallace,
Manager of Community Development

ATTACHMENT(S):

- A. Current Council Policy C015
- B. Draft Updated Council Policy C015